The Knowledge Center

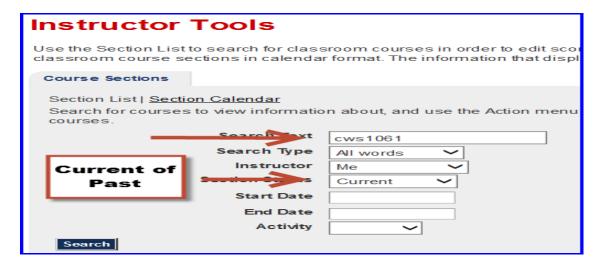


Illustration of how to: Instructor sending an email to the roster

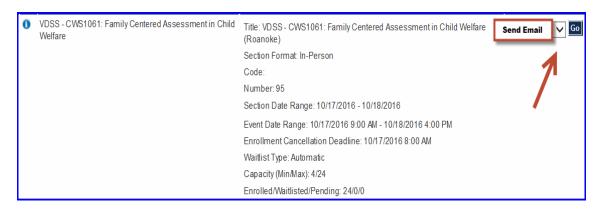
Step 1: Follow this trail: Administration/Manage Training/Instructor Tools



Step 2: Type the course you desire, make sure the instructor says me, choose either current of past. If you choose past you must populate the dates. Click search.



Step 3: Choose send email form the drop down menu and click Go



The Knowledge Center



Illustration of how to: Instructor sending an email to the roster

Step 4: Populate the pertinent fields and click send

Send Email		
Send Email	Preview	
	Em ail Address	roger.stultz@dss.virginia.gov
	No Em ail Address	Check this box if you do not have an email address.
	* То	ClassroomCourseSectionAllEnrolledUsersEmail
	* Importance	High 💙
	* Subject	
	* Message	View Default Text
	Include Self	☐ Send this email to me for my personal records.
		Check Spelling
Send	n	